Creating a Self-Service Job Seeker Account



In the main menu, point to **Find a Job** and click **Create an Account**.

First, JobLink guides you through creating a Basic Account. Once you have completed the Basic Account, you will have the option to continue and create a Plus Account.

New Account Creation for Job Seeker

You are not required to provide your Social Security number. We request it for two purposes. First, to see if you have an account in State or if you have previously received workforce services in State. Second, we ask for your Social Security number to support data collection and reporting requirements for federal workforce programs. If you provide your Social Security number, it will be maintained in a secure and confidential manner and will not be released without your express consent.

If you are registering to receive unemployment compensation or cash assistance from other federal or state programs, failure to provide your Social Security number could affect your eligibility to receive those benefits or cause you to become ineligible for those benefits.

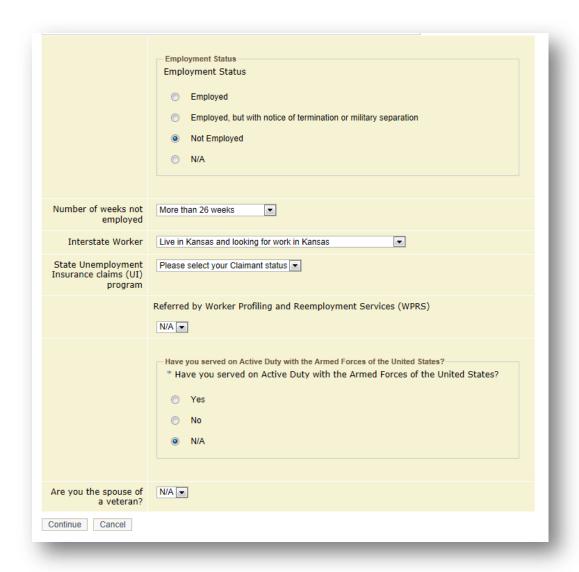


Read the text on the New Account Creation for Job Seeker page carefully before you decide whether to provide your Social Security Number (SSN). Keep in mind that if you are registering to receive unemployment compensation or cash assistance from other federal programs, not providing your SSN could prevent you from receiving those benefits. Type your SSN, or select I decline the entry of my Social Security Number. Click Continue.

If you chose to provide your SSN, re-enter it and click **Continue**. If you chose not to provide your SSN, click **Cancel**.

New Account Creation for Job Seeker	
** indicates a required field	
* indicates a required field	
* Username	alindeman
* Password	
Confirm Password	
Email Address	alindeman@acme.net
Confirm Email Address	alindeman@acme.net
* Security Question	What is your mother's maiden name?
* Answer	Craig
* First Name	Alex
Middle Name	
* Last Name	Lindeman
* Address	1111 SW 1st St.
Address Line 2	
* City	Topeka
* State	Kansas
* ZIP/Postal Code	66612
* Country	United States
International State/Province/County	
Phone	785-293-0123 Ext. *
Alternate Phone	000-000-0000 Ext. *
Fax	000-000-0000
* Date Of Birth	12/03/1975

Provide, at a minimum, all of the required information. Required information is marked throughout JobLink with a blue asterisk. Create a username and password. Usernames must be 6 to 20 characters long, and may not contain spaces or special characters (such as a question mark or dollar sign). Passwords must be 8 to 20 characters long and contain at least one letter, number, and special character. Passwords cannot contain spaces. Providing your email address is optional, but you must provide one if you want to receive emails about job openings, services, activities, and job referrals. Select and answer a security question. The security question will be used to verify your identity in case you forget your username or password. Provide your name, address of residence, and date of birth. If you do not have an address of residence, enter the address of your local American Job Center.



The rest of the information on this page (except for the Active Duty question) is requested but not required. If you answer "No" to the Active Duty question, the spouse of a veteran question is required. This ensures that all eligible individuals receive veteran's priority of service.

Your Illinois JobLink Job Seeker Basic Account Is Complete

You're on your way to finding that perfect job!

Now you can:



CREATE A PLUS ACCOUNT



BUILD A RESUME

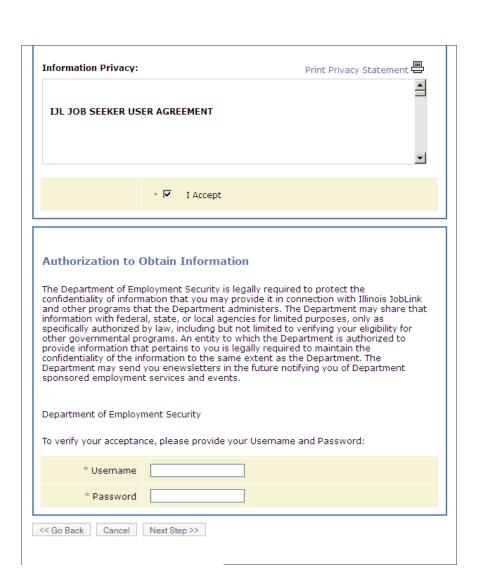
Visit Your Home Page

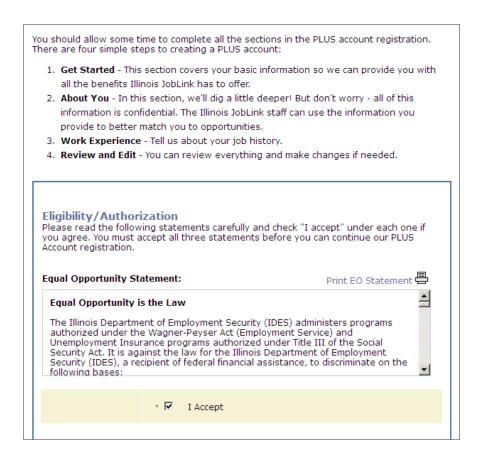
If you have not served on Active Duty with the Armed Forces of the United States and are not the spouse of veteran, your Basic Account is complete. Now you can:

- Perform advanced job searches and save your searches
- Build and post an online resume
- · Receive email alerts about job openings, and
- Create a PLUS Account.

Creating a PLUS Account is free and will help our staff match you with your ideal job. To create a PLUS Account, click **CREATE A PLUS ACCOUNT**. If you don't want to create a PLUS Account right now, you can still do so at any time by clicking Add/Edit a PLUS Account on your home page.

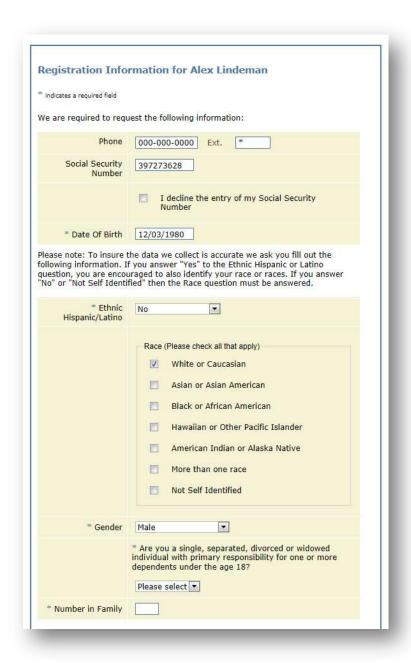
If you have served on Active Duty with the Armed Forces of the United States or you are the spouse of a veteran, JobLink skips this page and leads you directly into the first page of PLUS Account creation.





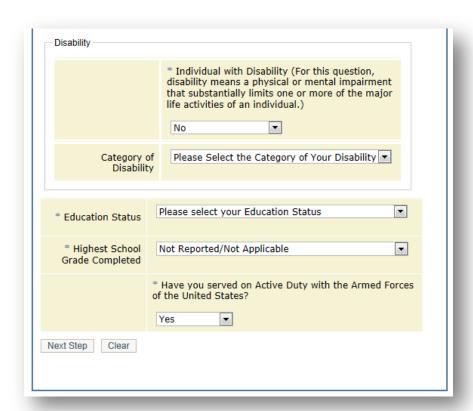
Creating a PLUS Account is a four-step process. Step 1 is Get Started. To complete the Get Started page:

- Carefully read the Equal Opportunity Statement and Data Privacy Notice. If you agree, leave the
 I Accept boxes selected. You must accept both the Equal Opportunity Statement and Data
 Privacy Notice to continue. If you would like to print either statement for your records, click the
 Print links.
- Carefully read the Authorization to Obtain Information and select all of the statements that
 apply. In the top section, you may grant ServiceLink one-stop partners access to your
 information. In the bottom section, you may give specific agencies permission to provide your
 information to ServiceLink one-stop partners. You are not required to select any of the
 statements. To confirm your selections, enter your username and password at the bottom of
 the page. Then click Next Step.

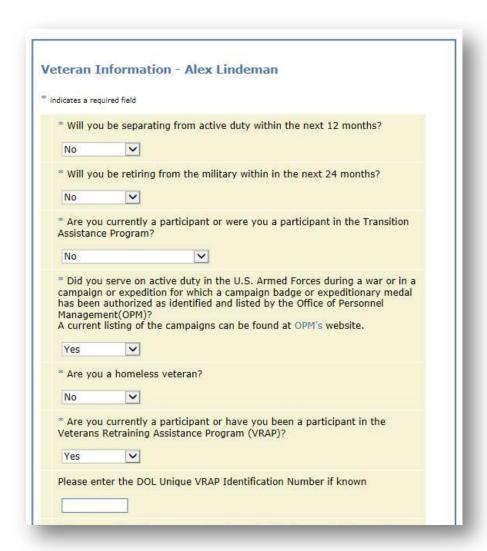


Step 2 of creating a PLUS Account is About You. The About You section consists of several pages of questions beginning with the Registration Information page. All of the information you provide in the About You section is confidential; it will be used to help job center staff better match you with job opportunities and provide employment-related assistance.

JobLink may have answered some of the questions (like Date of Birth) for you, based on the information you provided when you created your Basic Account. Confirm these answers, and provide (at a minimum) the rest of the required information. If you select **Yes** for Individual with Disability, you must also select a Category of Disability.

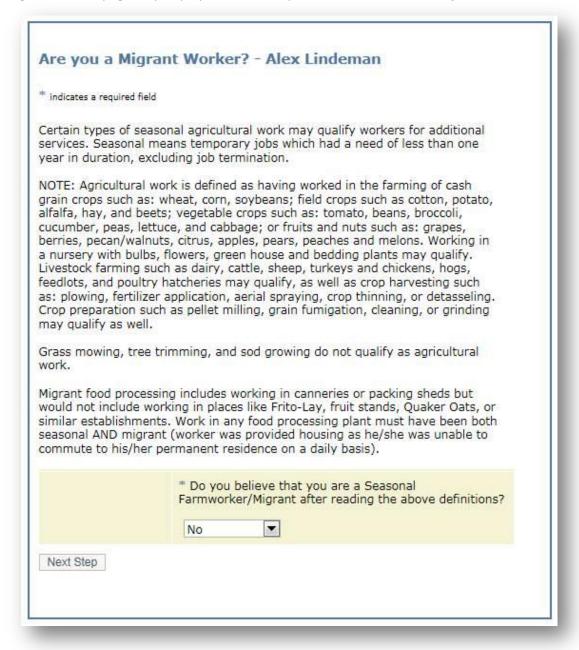


When you are finished, click **Next Step**. If you chose not to provide your Social Security Number, a warning page displays. Click **Cancel** to return to the Registration Information page and enter your SSN. If you do not want to provide your SSN, click **Decline entry of the SSN** to continue.



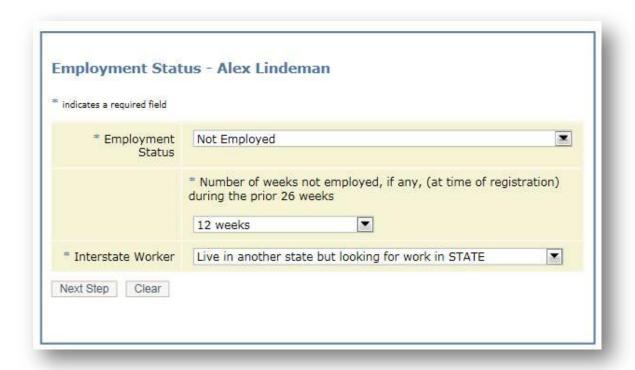
If you answered that you have served on Active Duty for the Armed Forces of the United States, and/or that you are the Spouse of a Veteran, one or more of the veteran information pages will display. JobLink may skip some of these pages, depending on your answers. Provide the required information. If your active duty service end date is in the past, you must answer the character of discharge question. Click **Next Step**. Provide (at minimum) the required information on any additional veteran or spouse of a veteran pages that display.

Once you have completed any applicable Veteran Information pages, the first Migrant Worker page displays. Read the definition of a migrant worker, and then answer the question at the bottom of the page. If you answer **Yes**, a second Migrant Worker page displays. Depending on your answers, a third Migrant Worker page may display. Answer the questions and click **Next Step**.



Provide the required information on the Employment Status page. If you are currently **Not Employed**, select the number of weeks you have been unemployed during the prior 26 weeks. If you are employed, or employed, but with notice of termination or military separation, select N/A for "Number of weeks not employed...." Select your Interstate Worker status. This let's job center staff know where you are looking for work, relative to your state of residence. Click **Next Step**.

Provide the required information on the second Employment Status page and click **Next Step**.

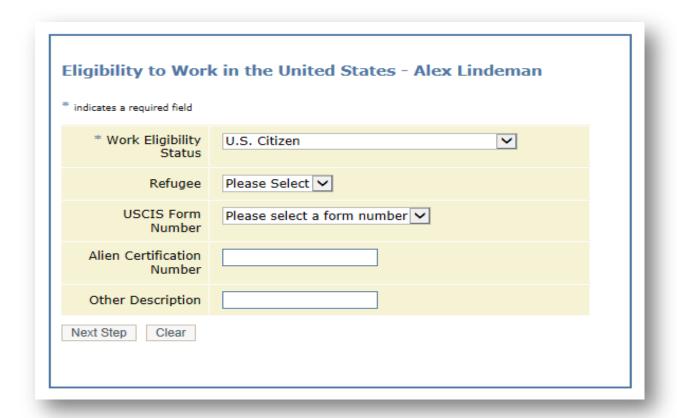


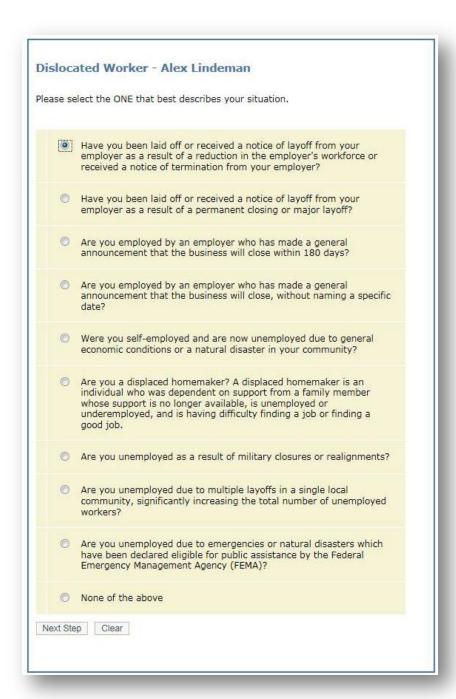
If you are male and born on or after January 1, 1960, the Selective Service page displays. Indicate whether you are registered with Selective Service. If you are not registered, click the **Register online...** link. This opens the Selective Service System Online Registration website. Once you have completed your Selective Service online registration, return to JobLink and select **Yes** for "Have you registered with Selective Service?" If you are exempt from Selective Service registration, you must provide a reason for the exemption. Click **Next Step**.

If you are female, or a male who was born before January 1, 1960, JobLink skips the Selective Service page.

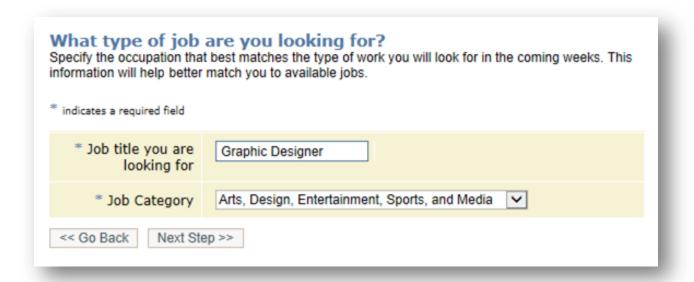


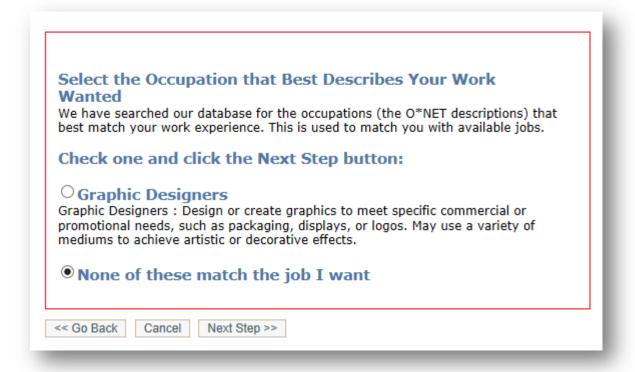
On the Eligibility to Work in the United States page, select your Work Eligibility Status. If you are a non-citizen eligible to work in the U.S., you must select a USCIS Form Number from the drop-down. The drop-down lists all acceptable List A and List C form numbers from the Department of Homeland Security U.S. Citizenship and Immigration Services Form I-9, Employment Eligibility Verification. If you select a form number from the USCIS drop-down, you must enter an Alien Certification Number. If you select **Other** from the USCIS drop-down, you must provide a description in the Other Description text box. Click **Next Step**.





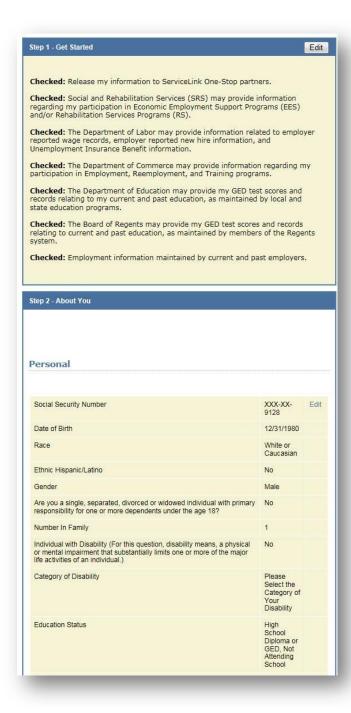
On the Dislocated Worker page, select the ONE question that best describes your situation. If none of the questions apply, select the last response: **None of the above**. Depending on your answer, a second Dislocated Worker page may display. Answer the questions, and click **Next Step**. Depending on your answers, a third Dislocated Worker page may display. Click **Next Step**.





Step 3 of creating a PLUS Account is Work Experience. The Work Experience section asks you to provide information about the type of job you are looking for. This information will help job center staff match you more accurately with available jobs. Enter the job title you are looking for. Then select the job category that best matches the job title. Click **Next Step**. JobLink searches for a matching occupation. Multiple potential matches may display. If none of the occupations are a good match for your target job, select **None of these match the job I want** and click **Next Step**. Search for and select an occupation using one of the four search methods. For additional instructions, see the JobLink Training Video, *Searching for an Occupation*.

The last step of creating a PLUS Account is Review & Edit. The Review & Edit page displays all of the selections you made and the information you provided. Review the information carefully for accuracy. To edit your selections on the Equal Opportunity/Data Privacy/Authorization to Obtain Information page, click the **Edit** button. If you need to make any changes to the rest of your information, click the **Edit** links.



Your Job Seeker PLUS Account Registration is Complete

Let's get started finding that job that you've been looking for! You are now eligible for more benefits including better job matching to prospective jobs, as well as staff-assisted services. And remember, the best way Illinois JobLink or employers can match you with available jobs is if you complete a resume. Build or update your resume by clicking the link below.





Congratulations! You have completed your PLUS Account. To visit your personal home page, click **MY HOME PAGE**. To build and post a resume, click **BUILD A RESUME**. For instructions on building a resume, see the JobLink Training Video, *Creating a Resume*. Thank you for completing this training.